



## **Portable Ladders and Scaffolds Policy**

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### **1.0 Policy/Procedure**

**Employees shall follow these guidelines regarding ladder and scaffold safety:**

#### **Ladders:**

- All ladders must be inspected frequently and rechecked for soundness and proper working condition prior to daily use.
- Ladders, which have developed defects, shall be withdrawn from service for repair or destruction and tagged or marked as Dangerous, Do Not Use.
- Check for overhead power lines or obstructions before erecting a ladder.
- Do not use ladders on or near power lines or other electrical devices.
- Trained personnel shall use only listed fiberglass ladders for limited authorized electrical work.
- Straight and extension ladders must be tied-off and secured to the upright structure against which they lean.
- Non self-supporting ladders shall be used at an angle such that the horizontal distance from top support to the foot of the ladder is approximately one quarter (1/4) of the working length of the ladder (the distance along the ladder between the foot and the top support).
- Ladders must extend three (3) feet above the point of support of eaves, gutters or roof line and should be tied off.
- Use a ladder with safety feet, which are suitable and positioned firmly on the floor, ground or concrete, which provides a stable flat level surface.
- Work facing the ladder with both feet on the rungs.
- Only one person is permitted on a ladder at a time unless ladder design specifies otherwise.
- Ladders shall not be used as guys, braces, or skids, or for other than their intended purposed for which they were designed.
- Ladders shall be maintained free of oil, grease and other slippery hazards.
- Ladders shall not be loaded beyond the manufacturers maximum rated capacity.
- Raise and lower tools or equipment by a hand line and canvas tool bag.

- Do not reach out more than an arms length from a ladder. If necessary descend the ladder and move the ladder to a better location.
- Stepladders must be fully opened and set level.
- Do not stand on the top two steps of a stepladder.
- Do not use the bracing on the back legs of a stepladder for climbing.
- Ladders shall be maintained in good condition at all times, the joint between the steps and side rails shall be tight, all hardware and fittings securely attached and the movable parts shall operate freely without binding or undue play.

All mechanical components of the ladder shall be maintained in good condition to assure proper performance.

Reference OSHA General Industry Standard-1910.25, 1910.27. Construction, Std. 1926.1054 and 1926.1060.

### **Scaffolds:**

Employees' use and construction of scaffolds shall follow all Federal, State and Local legal requirements, and good industry practice including the following guidelines:

- Only competent employees authorized by the supervisor shall erect scaffolds, platforms and staging. Scaffolds and their parts shall be sound, rigid and capable of supporting at least four times their maximum intended loads.
- The footing or anchorage for scaffolds shall also be sound, rigid and capable of carrying four times the maximum intended load without settling or displacement.
- Unstable objects shall not be used to support scaffolds or planks.
- A safe means shall be available to enter the work platform.
- Platforms shall be sufficiently wide and secure to prevent slipping.
- Guardrails, toe boards, and outriggers shall be used when necessary.
- Guardrails and toe boards are required on all open sides where the platform is greater than six (6) feet above the ground or floor. Scaffolds that are six (6) feet above the ground with a minimum horizontal dimension of less than 45 inches shall have both guardrails and toe boards. Guardrail screens shall be used.
- Scaffold wheels shall be lockable and shall be locked when employees are on the scaffold.
- No scaffold shall be moved while in use or occupied.
- No welding, burning or open flame work shall be performed on any scaffolds suspended by fiber or synthetic rope.
- Scaffolds shall not be loaded in excess of the maximum workload for which they were intended.
- Any scaffold damaged or weakened from any cause shall be immediately repaired and shall not be used until repairs have been completed.

- Only trained employees assigned by the supervisor shall operate all other types of mobile or pneumatic scaffolding.
- Equipment shall be inspected prior to use and maintained in good operating condition.
- Any defective or damaged equipment shall be tagged "Dangerous, Out of Service, Do Not Use."

All scaffolds, platforms, and staging shall comply with OSHA General Industry Standard 1910.28-29 and Construction Standard 1926.451-453.